

2 NOV 1982

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training and Education

DD/A REGISTRY
FILE: 30-5

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Financial Guidance for FY 1983

1. Although final Congressional action has not been taken regarding our FY 1983 budget, it is requested that you conduct a complete review of your program at this time to assist us in the development of an overall strategy in executing our Directorate budget during this fiscal year. For the purpose of this exercise, you should assume that we will receive all of the resources currently included in the FY 1983 budget even though there still exists a possibility that additional adjustments may result from Congressional reviews in the near future.

2. Since the FY 1983 budget was prepared quite some time ago, there have obviously been changes in the requirements placed on us and corresponding changes in resource needs during the intervening timespan. It is, therefore, requested that your review of FY 1983 anticipated resources be measured against current requirements. As in years past, we will be expected to provide monthly reports to the Comptroller regarding the status of our resources. We will probably be expected to provide much more detailed information in these reports than we have in the past. Armed with the information that is requested below, we intend to submit to the Comptroller in December a general composite report on where we stand vis-a-vis FY 1983 resources to include a preliminary assessment of the Directorate's "health" for this fiscal year and our forecast for unfunded requirements, possible surpluses, and needs for reprogramming actions.

3. In order to provide this analysis to the Comptroller, please furnish the following information:

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